



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

California State Office

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In Reply Refer To:

In Reply Refer To:

1280(P)

CA-946

January 22, 2002

EMS TRANSMISSION: 1/22/02

Instruction Memorandum No. **CA-2002-022**

Expires: 09/30/2003

To: All Employees  
Attn: System Administrators

From: State Director

Subject: Laptop Inventory, Certification, and Additional Security Requirements

**DD: 01/23/2002**

This Instruction Memorandum (IM) transmits Washington Office IM No. 2002-069, "Inventory and Certification of Laptops and Addition of Sign-on Banner" (attached). The Washington Office IM requires an inventory of all BLM-owned laptops, certification of the laptops vis-a-vis Individual Indian Trust Data (IITD) and the installation of a new "Notice of Monitoring" banner on each laptop and desktop.

All employees who have been assigned a BLM laptop computer, as well as custodial officers for laptops that have not been individually assigned, must comply with the inventory/certification requirements detailed in the attached Washington Office IM. To fulfill the inventory/certification requirements, the use of an established Lotus Notes database will be required. On January 23, 2002 the Bureau of Land Management California will be inventorying and certifying all the Laptop Computers in our jurisdiction. The certification process is to verify those laptops that do or do not have Individual Indian Trust data on them. To accomplish this every employee must bring his or her laptop to a Systems Administrator at the office they are closest to on that day; Field Office, District Office, or the State Office. The Systems Administrator will assist you with the inventory and certification and bring your laptop into compliance with the above mentioned IM.

Installation of the "Notice of Monitoring" banner on desktop computers will be implemented automatically. However, employees who have been assigned a BLM laptop, as well as custodial officers for laptops that have not been individually assigned, must have the installation done by a System Administrator. This update can be done at the same time as the inventory/certification.

This IM is effective upon receipt. The inventory and certification of laptops, the installation of the new banner, and the installation of boot time passwords must be completed by COB January 24, 2002.

For questions regarding this IM, please contact Rob Cervantes at (916) 978-4541.

Signed by:  
James Wesley Abbott  
Associate State Director

Authenticated by:  
Richard A. Erickson  
Records Management

Attachment

1 - Washington Office IM No. 2002-069 (3 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20420

January 17, 2002

In Reply Refer To:  
1118, 3000 (560) N

EMS TRANSMISSION 01/17/2002  
Instruction Memorandum No. 2002-069  
Expires: 09/30/2003

To: AD's, SD's, and CD's

From: Assistant Director, Information Resources Management

Subject: Inventory and Certification of Laptops and Addition of Sign-on Banner **DD: 01/25/2002**

**Purpose:** This Instruction Memorandum (IM) requires an inventory of all BLM owned laptops, certification of the laptops vis-a-vis Individual Indian Trust Data (IITD) and the installation of a new "Notice of Monitoring" banner on each laptop and desktop.

**Time frame:** The policy is in effect immediately. The banner must be implemented as quickly as possible. The Inventory and Certification are due by January 25, 2002.

**Policy/Action:** All BLM owned laptops must be inventoried and certified. The inventory shall consist of the following items:

| <u>User Information</u> |            | <u>Laptop Data</u>     |            |
|-------------------------|------------|------------------------|------------|
| <b>User Name*</b>       | [Required] | <b>Serial Number</b>   | [Optional] |
| <b>Loginid</b>          | [Optional] | <b>Property Number</b> | [Required] |
| <b>Phone</b>            | [Required] | <b>Host Name</b>       | [Optional] |
| <b>Office</b>           | [Required] | <b>Manufacturer</b>    | [Optional] |
| <b>Office Code</b>      | [Required] | <b>Model</b>           | [Optional] |
| <b>Address</b>          | [Required] |                        |            |

\* User - This is the primary user of the laptop. If in a cache, identify the responsible party.

In addition, the laptop owner shall certify the following concerning the identified laptop:

I certify that to the best of my knowledge, the laptop identified above DOES/ DOES NOT/MAY contain "Individual Indian trust data" as defined herein;

AND, I certify that the laptop identified above HAS/HAS NOT been connected to the Internet as defined herein since 12:01 a.m. December 6, 2001;

AND, I certify that the "Notice of Monitoring" banner as defined herein IS/IS NOT displayed on my laptop.

**"Individual Indian trust data"** is defined as "All data stored in an Information Technology (IT) system upon which the Government must rely to fulfill its trust duties to Native Americans pursuant to the Trust Fund Management Reform Act of 1994 (P.L. No. 103-412), other applicable statutes and orders of the Court reflecting, for example;

- the existence of individual Indian trust assets (e.g., as derived from ownership data, trust patents, plot descriptions, surveys, jacket files, statement of accounts);
- the collection of income from individual Indian trust assets (e.g., as derived from deposit tickets, journal vouchers, schedule of collections);
- use or management of individual Indian trust assets (e.g., as derived from leases, sales, rights-of-way, investment reports, production reports, sales contracts), or
- the disbursement of individual Indian trust assets (e.g., as derived from transaction ledgers, check registers, transaction registers, or lists of cancelled or undelivered checks)."

The following banner must be displayed when a user logs on to the laptop or desktop computer.

**"THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS.** This system and all related equipment may be used only for official U.S. Government business and limited personal use authorized in DOI's Policy on Limited Personal Use of Government Office Equipment. Notwithstanding this or any other policy guidance, this system may not be connected to the Internet, in any way, unless authorized by the Office of the Secretary. Unauthorized use of this system will subject you to disciplinary action and/or other penalties. Use of this system constitutes consent to monitoring for this purpose."

The inventory and certification will be carried out via a Lotus notes application. Information about access to the inventory and certification application will be provided by your Chief Information Officer (CIO).

**Budget Impact:** Small

Your cooperation is greatly appreciated. If you have questions or concerns regarding this policy, please contact Ted Weir, Bureau Records Administrator (WO-560) at (202) 452-7793.

Signed by:  
W. Hord Tipton  
Assistant Director  
Information Resources Management

Authenticated by:  
Barbara J. Brown  
Policy & Records Group, WO-560

**1 Attachment:**

- 1 - Jim Cason's Memo: Notifications and Clarification Concerning the Continued Prohibition of Internet Access Dated January 11, 2002 (3 pp)

***Directives forwarded to State Director, CA-940, CA-941, CA-944, CA-946, L. Weitzel, M. Adams, R. Cervantes***  
***1/17/02***